



# City of Tempe

## TRAFFIC ENGINEERING TECHNICIAN+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	176	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$22.968750
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.853365
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Traffic Engineering Analyst
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Technicians
<i>Physical:</i>	Yes		

### DISTINGUISHING CHARACTERISTICS

This is the entry-level/training class in the series. This class is distinguished from the Senior Traffic Engineering Technician+ by the performance of routine duties under close supervision.

### REPORTING RELATIONSHIPS

Receives direction from the Traffic Engineer or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of experience in planning, civil engineering, traffic engineering, computer design, or directly related to the core functions of this position.
<i>Education:</i>	High school diploma, GED or equivalency or a degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of difficult technical field and office traffic engineering work; and to provide technical support to the staff of the Traffic Engineering section.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Respond to requests for information and assistance related to traffic control and safety; conduct field reviews; prepare appropriate recommendations; provide information to other departments, divisions, outside agencies and citizens.
- Participate in pre-construction meetings.
- Review all traffic control plans for construction and work performed in public right-of-way within the City; coordinate with contractors, barricade companies, and other city departments.
- Prepare traffic control plans and specifications for City capital improvement programs and City events; coordinate strategies and plans; notify local authorities and news media of street closures and other traffic restrictions.
- Assist in the design of various plans including roadway marking and signing plans, railroad signal and crossing plans, roadway geometric plans, and other plans for special City events.
- Assist in the design of signing and marking plans for parking facilities, parking lot lighting, modified signal poles and foundations, and sidewalk and bike path improvements.
- Accept applications; prepare and research petitions; write authorizations for events and projects, including block party street closures and speed hump installations.
- Utilize automated spreadsheet and database programs and enter related data; produce statistical reports related to traffic counts, signals and other traffic engineering applications; draft plans and diagrams on the computer.
- Receive and research complaints regarding traffic control and safety.
- Prepare work orders for signing, striping and signal crews.
- Update and revise procedures and manuals as needed.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

#### COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p><a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Reviewed July 1991*

*Revised July 2004 (combined to a flex class; adjust duties)*

*Revised May 2005*

*Revised November 2010 (Removed optional driver's license statement)*

*Revised October 2016 (Update job duties)*